

## IT Project Manager

**Salary: £41,778 - £44,007 per annum (Grade 9)**

**Contract type: Full-time (36.5 hours per week), Permanent**

### **The challenge**

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

### **The role**

The Project Management Office (PMO) oversee both transformative projects and IT projects/portfolios within WJEC. With support from PMO colleagues, the IT Project Manager is allocation a portion of this programme of work, managing their projects from inception to completion and ultimately, operationalisation. With a primary focus on IT/ Business related projects, they will work closely with internal and external project stakeholders (including 3<sup>rd</sup> party suppliers), to monitor progress, manage risk and deliver projects in the agreed timeline, scope, cost, and quality standards.

### **About you**

To thrive in this role, you will need an understanding of the full project lifecycle, and the methodologies applied in project management. You will be a strong communicator, with an ability to influence and manage stakeholders to determine deliverables and manage progress against agreed scope, objectives and milestones. Substantial project management experience in a business environment, ideally involving IT-related projects, is essential for this role.

### **Benefits**

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays) adjusted for part-time/compressed working patterns, free Welsh lessons, a competitive pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team ([HR@wjec.co.uk](mailto:HR@wjec.co.uk)), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

**Closing date: Monday 20 October 2025**

**Interviews are expected to take place on Monday 27 October 2025**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>IT Project Manager</b>
<b>Department:</b>	IT
<b>Section:</b>	Project Management Office
<b>Responsible to:</b>	Senior Programme Manager
<b>Grade:</b>	9
<b>Location:</b>	Hybrid - Western Avenue and Homeworking
<b>Main purpose of Job:</b>	

As a member of the Project Management Office (PMO), you will be responsible for managing the successful delivery of a wide range of projects. With support from PMO colleagues, you will work closely with internal and external stakeholders (including 3<sup>rd</sup> party suppliers) to ensure all assigned projects are monitored and delivered in line with agreed timeline, scope, cost, and quality standards.

You will be an advocate for the Project Management Office function through the embedding of change and project management methodologies across the organisation.

## Principal Duties and Responsibilities:

### Project Management

- Manage and deliver concurrent projects from their inception through to completion; overseeing the day-to-day management of each project throughout the project life cycle.
- Ensure all projects are delivered within defined project timescales, scope, cost and quality standards.
- Produce and maintain all necessary core project components such as business cases, options appraisals, project plans, Project Initiation Documents, risk and issue logs etc.
- Create project plans dependent on resource availability and project needs, feeding back information to the Senior Programme Manager and project stakeholders as required.
- Monitor project progress against agreed plans, taking necessary actions and escalation where appropriate to the Senior Programme Manager and/or relevant Steering Groups.
- Identify and monitor risks and issues throughout the project, develop mitigating actions, completion of risk registers, and escalate as required through the appropriate governance mechanisms.
- Work with WJEC's Cyber Security team to ensure data information and associated policies are at the forefront of the project life cycle including planned 'proof of concepts'.
- Manage dependencies and interdependencies between projects and programme workstreams.
- Manage the project governance process, by producing project and highlight reports to keep project sponsors and stakeholders informed on the project progress.
- Facilitate post implementation review and lessons learnt sessions with key project stakeholders where appropriate, during project closure.
- Manage the transition of projects into the Operational phase i.e., business as usual.
- Identify and gain agreement on new process improvements to meet ever changing business needs as required.

**Change Management**

- Be an advocate of change, leading by example and effectively communicating the rationale for change to all relevant project stakeholders where appropriate.
- Ensure effective Change Management processes are adhered to and document changes to deliverables requested by stakeholders for approval from the Senior Programme Manager.

**Stakeholder Engagement**

- Identify key project stakeholders and set up effective communication channels before, during and after project implementation: managing expectations and providing appropriate communication/feedback where required throughout the project.
- Work with PMO colleagues to identify and agree resource commitment.
- Establish and foster excellent working relationships with 3<sup>rd</sup> party stakeholders and suppliers, where appropriate, in order to manage customer expectations.
- Arrange and facilitate meetings with both internal and external stakeholders as required during the project life cycle.
- Ensure that all meetings are managed formally and all actions are agreed, logged and monitored to conclusion.

**Personal Development**

- Be proactive in seeking appropriate support, guidance and coaching from Senior Programme Manager and the project community as required but especially in relation to major transformative projects.

**Other**

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification	
<b>Job Title:</b>	Project Manager
<b>Department:</b>	Project Management Office (Digital and Transformation)
Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.	

## Skills and Abilities

### Highly desirable

- Excellent interpersonal skills, with the ability to engage with, negotiate, influence and motivate a range of stakeholders.
- A good communicator (written and oral), with an ability to handle queries from different stakeholders tactfully and efficiently, whilst maintaining confidentiality where appropriate.
- Highly organised and able to deliver multiple competing and conflicting work priorities across a range of projects, monitoring deadlines and escalating issues where required.
- Excellent analytical and problem-solving skills; with a tenacious attitude to resolving project related issues.
- Proficient in IT, able to use software including Teams, Excel, PowerPoint, Visio, Project and PowerPoint.

### Desirable

- Welsh language skills, both written and oral.
- Demonstrable ability to act as a change agent and influence others using change management and organisational principles.
- Excellent report writing skills, with the ability to produce documentation within the required timescales.

## Knowledge

### Highly desirable

- Knowledge of a range of project management methodologies.
- Knowledge of managing and supporting the project lifecycle.

### Desirable

- Understanding of, and interest in, IT infrastructure components and principles.
- Knowledge of ISO27001 principles and or other quality assurance standards.

## Experience

### Essential

- Prior experience of delivering IT and/or business projects/solutions.

### Highly desirable

- Significant project management experience including budgetary controls, ideally for complex/multi-faceted projects.

### Desirable

- Evidenced application of projects using different methodologies including agile and/or waterfall.

## Training / Qualifications

### Highly desirable

- Project Management qualification. e.g. Prince2, PMI.

### Desirable

- ITIL
- FE/HE Education

## Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

<b>Teitl y Swydd /</b> <i>Job Title:</i>	<b>Rheolwr Projectau TG /</b> <i>IT Project Manager</i>		
<b>Cyflog /</b> <i>Salary:</i>	<b>£41,778 - £44,007 y flwyddyn (pro-rata lle y bo'n gymwys) /</b> <i>£41,778 - £44,007 per annum (pro-rata where relevant)</i>	<b>Gradd /</b> <i>Grade:</i>	9
<b>Gwyliau Blynnyddol /</b> <i>Annual Leave:</i>	<b>25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig.</b>  <i>25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff who work part-time or compressed working patterns.</i>		
<b>Pensiwn /</b> <i>Pension:</i>	<b>Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol.</b>  <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		
<b>Math o Gytundeb / Contract Type:</b>			
<b>Oriau Gwaith / Working Hours:</b>		<b>Hyd y Contract / Length of Contract:</b>	
<input checked="" type="checkbox"/> <b>Llawm-amser / Full-time</b>		<input checked="" type="checkbox"/> <b>Parhaol / Permanent</b>	
<input type="checkbox"/> <b>Rhan-amser / Part-time</b>  <b>Nifer yr oriau'r wythnos /</b> <i>No. of hrs per week:</i> 36.5		<input type="checkbox"/> <b>Tymor penodol / Fixed-term</b>  <b>Dyddiad gorffen arfaethedig /</b> <i>Planned end date:</i>  <b>Rheswm dros y cyfnod penodol /</b> <i>Reason for fixed-term:</i>	
<b>Arall / Other:</b>			
<b>Cyfnodau prysur llwyth gwaith /</b> <i>Workload Peaks:</i>		<b>Amh /</b> <i>N/A</i>	
<b>Dull Ymgeisio / Method of Application:</b>			
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:AD@cbac.co.uk">AD@cbac.co.uk</a> erbyn <b>08:00, dydd Llun 20 Hydref 2025.</b> <b>Mae disgwyl cynnal cyfweiliadau ar dydd Llun 27 Hydref 2025.</b></p> <p>Completed forms should be sent by email to <a href="mailto:HR@wjec.co.uk">HR@wjec.co.uk</a> by <b>08:00, Monday 20 October 2025.</b> <b>Interviews are expected to take place on Monday 27 October 2025.</b></p>			